



The City of Woodstock's ~ Magnolia Hall ~

Arnold Mill Road, Bldg. C, Woodstock, Georgia 30188

770-592-6000 ext. 1952

mstockdale@woodstockga.gov

www.woodstockparksandrec.com

Thank you for your interest in The City of Woodstock's Magnolia Hall for your special event!

We hope you will find Magnolia Hall the perfect place for all of your banquet needs. We offer an outdoor gazebo and pavilion in a parklike setting, as well as the banquet facility. We are located just two blocks east of Main Street in beautiful downtown Woodstock.

We provide tables, chairs, and white linen tablecloths as well as the setup, take down, and cleanup of the room. A professional staff and delicious food prepared especially for you by Magnolia Thomas Catering will make your event even more memorable.

If you would like to check availability, we can be reached at (770) 592-6000 ext. 1952, or by e-mail at mstockdale@woodstockga.gov. For information on catering menu and pricing with our exclusive caterer, please call Kali Smith, Catering and Event Director, at Magnolia Thomas Catering at (404) 432-1620 or ksmith@magnoliathomas.com.

We look forward to helping you make your event a success!

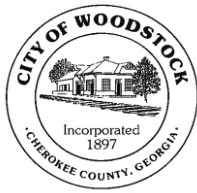
Sincerely,

Marybeth Stockdale

Marybeth Stockdale

City of Woodstock

Parks and Recreation Department



Rental Policy and Fee Schedule The City of Woodstock's *Magnolia Hall*



Sorry, no regularly scheduled, long term meetings or events available for booking.

Events

Be sure to allow any extra hours in your count that you will need to decorate, set up cake, flowers, DJ, Band, pack up, etc. Doors to the facility **will not** be opened until your scheduled **START** time.

Available: **Monday – Thursday** **8 am – 10 pm**
 Friday – Sunday **9 am – 11 pm**

Hourly Rate: \$ 200 per hour, 4 hour minimum
 \$ 100 additional flat fee to use outdoor pavilion/gazebo

Weekday Meetings

Applies to informational meetings ONLY, where **NO FOOD** is served or special set up is required. This rate includes Homeowner Association Meetings. Wedding rehearsals would be included in this rate and must be held prior to 8 pm. Doors to the facility **will not** be opened until your scheduled **START** time.

Available: Monday - Thursday, 8 am - 10 pm

Hourly Rates:
8 am – 5 pm: \$ 25 per hour, 2 hour minimum
5 pm – 10 pm: \$ 50 per hour, 2 hour minimum

Weekday Meetings – 501 (c) 3 Charitable Organizations & Public Input Meetings

Applies to informational meetings where **NO FOOD** is served or special set up is required. This special rate applies ONLY to groups with a 501(c) 3 charitable organization tax status, religious organizations, or groups sanctioned by the Cherokee County School system. Eligibility for this classification is solely determined at the discretion of City staff and can be revoked if at any time City staff determines that the classification no longer accurately applies to the renting organization or their activities. Public Input meetings required by the City of Woodstock will also be charged this rate. Doors to the facility **will not** be opened until your scheduled **START** time.

Available: Monday-Thursday, 8 am - 10 pm

Hourly Rate: \$ 25 per hour, 2 hour minimum

Confirming and Retaining Your Booking

To book the facility, a **Non-Refundable Deposit** of 50% of your total fee is required to hold the date. Full, final payment is due two weeks prior to event. No event will go forward without advance payment of all facility fees. If complete payment is not received by one week prior to the event, the booking will be considered cancelled and all contractual obligations for the City will be rendered null and void except that all fees received shall be retained by the City as consideration for booking the facility. *An event will only be considered a confirmed booking once a contract has been signed by all parties and all deposits have been paid.*

Refundable Security Deposit

A minimum **Refundable Security Deposit** of \$250.00 will be charged on all events. The City of Woodstock reserves the right to raise the refundable security deposit up to a maximum of \$1,500 at the discretion of the Parks and Recreation Director. The security deposit will be refunded 72 hours after completion of the event pending a full inspection of the facility.

Catering Policy

Friday, Saturday, and Sunday Events

The City of Woodstock's Magnolia Hall has an exclusive caterer for events held on a Friday, Saturday, or Sunday. The exclusive caterer for these events is Magnolia Thomas Catering which is located right next door to Magnolia Hall.

Monday – Thursday Events

Events held on Mondays through Thursdays will have the opportunity to hire an outside caterer for their food service needs. With prior approval of the Director, other arrangements for the service of food may be allowed. All caterers and other food must be pre-approved by the City of Woodstock Parks and Recreation Department Director prior to the event. Outside caterers will be required to sign a release of claims form prior to use of the facility.

All food and beverages provided through a catering service are to be contracted through a licensed and approved caterer as defined in the City of Woodstock Parks and Recreation Catering Policy. All food and beverage contracts are between the licensed and approved caterer and the renter. Contracts between the City of Woodstock and the renter are strictly for the use of the facility, and do not imply any commitment, menu, quality assurance, or fees for food and/or beverage. Wedding cakes may be purchased from an outside vendor.

A minimum **Refundable Cleaning Deposit** of \$250 will be charged on events having food where our exclusive caterer, Magnolia Thomas Catering **is not used. Cleaning Deposit also charged when no catering service staff is on site.** Facility must be left clean; failure will result in the loss of the client's cleaning deposit of \$250. The kitchen must be wiped clean, including the floors, and trash removed from the premises to the dumpster in the parking lot. Tables and floors must be kept free of trash and large food items. Any damage to kitchen or other area of the facility due to caterer neglect will also result in the loss of the security deposit. Banquet tables will also be wiped clean. Cleaning and Security Deposits are not limited to these failures.

Outside caterers must adhere to the following requirements:

- Must have a Business License issued by the City of Woodstock.
- Business must be in the city limits of Woodstock (must be on city tax roll, not all Woodstock addresses qualify)
- Must have a Cherokee County Environmental Health Department Inspection Score of 80 or better.
- Must be approved by the City of Woodstock Parks and Recreation Department in order to participate.
- Must have an Alcohol License in order to serve alcohol at Magnolia Hall.
- \$ 1 million dollar liability insurance policy naming the City of Woodstock Magnolia Hall on the policy as additional insured.
- Facility must be left clean; failure will result in the loss of the client's cleaning deposit of \$250. The kitchen must be wiped clean, including the floors, and trash removed from the premises to the dumpster in the parking lot. Tables and floors must be kept free of trash and large food items. Any damage to kitchen or other area of the facility due to caterer neglect will also result in the loss of the cleaning deposit and, in some cases, the client's security deposit. Banquet tables will also be wiped clean. Cleaning and Security Deposits are not limited to these failures.

Alcohol Policy

Alcoholic beverages are allowed at Magnolia Hall events with the following stipulations:

- Events where alcohol is served **may** (at the discretion of the Parks and Recreation Director) require the presence of one or more City of Woodstock police officers. The fee for **each** officer (if deemed necessary) is \$40 per **hour**. Police Officer fees are due two weeks before event. Please inquire of the need for an officer.
- All alcoholic beverages are to be purchased through a licensed and approved caterer.
- All alcoholic beverages are to be exclusively served by a licensed and approved catering staff member.
- The City of Woodstock and its licensed and approved caterers reserve the right to refuse alcoholic service to anyone underage, anyone appearing to be underage who does not possess legal identification proving age, or anyone who in the judgment of staff or police appears to be intoxicated.
- All alcoholic beverage service will be ceased one hour prior to the conclusion of the event.

Facility Attendant

The Facility Attendant is provided strictly for set-up, informational, or emergency purposes. They are not Wedding Planners or Event Coordinators and should not be assumed to be as such. The responsibility of running the event falls solely on the Lessee. The rental fees cover the usage of the facility only.

CITY OF WOODSTOCK, GEORGIA

Rental Agreement for The City of Woodstock's Magnolia Hall

- 1) This agreement (the "Agreement") is in respect to The City of Woodstock's Magnolia Hall located at 108 Arnold Mill Road, Building C, Woodstock, Georgia 30188. This agreement consists of this Rental Agreement, the Rental Fees and Event Particulars exhibit attached hereto as Exhibit "A" incorporated herein by the reference.
- 2) The building shall be maintained with care, and clean-up shall be completed before exiting/leaving the building. No supplies of Magnolia Hall may be used by the lessee.
- 3) The lessee shall be held responsible for the full amount of the cost of repairs should any damages incur during the rental event.
- 4) The City of Woodstock's Magnolia Hall shall not be sublet by the lessee to any other party. Failure to abide by this or any agreement stated in this document will result in breach of contract and termination of the rental agreement effective immediately.
- 5) No smoking, use of any tobacco product, illegal pharmaceuticals, firearms, weapons of any kind are allowed inside of the City of Woodstock's Magnolia Hall. Alcohol may only be served and consumed in compliance with the attached Terms of Rental Agreement.
- 6) The use of the kitchen appliances and any kitchen/facility supplies are prohibited.
- 7) In case of an emergency, call 911 immediately.
- 8) The City reserves the right to terminate this agreement or cancel the rental of this facility for public safety, health or for any reason without prior notice.
- 9) Indemnification and Allocation of Risk: Lessee agrees to be responsible for and pay, indemnify and hold harmless the City, its officers, agents and employees against any and all loss, cost or expenses, including reasonable attorneys' fees, resulting from any claim or legal action of any nature whatsoever, whether or not reduced to a judgment, for any liability of any nature whatsoever that may arise against the City in connection with the use or in connection with any of the rights or privileges granted by the City to Lessee in this Agreement, including, without limitation, any patent, trademark, franchise, copyright, libel or defamation claim or suit and any claim or suit based upon Lessee's or Lessee's agents, servants', employees' or invitees' intentional or negligent acts or omissions. Lessee further warrants that all copyrighted materials to be performed during the Event have been duly licensed or authorized by their copyrights owners and Lessee agrees to be responsible for all license and royalty fees incurred by reason of the performance and, in addition to any provisions contained elsewhere in this Agreement, to indemnify and hold the City harmless from any and all claims, losses and expenses incurred with regard thereto.
- 10) Event Requirements: Without the prior approval of the City, Lessee shall not bring onto the Premises any material substance, equipment or object which may endanger the life of, or may cause bodily injury to any person on the premises or which may constitute a hazard to property thereon as reasonably determined by the City. The City reserves the right, in the City's sole and complete discretion, to refuse to allow any such material, substance, equipment or object to be brought on the Premises and the further right to require its immediate removal there from. Lessee shall provide the City at least ten (10) days prior to the rental event a comprehensive list of all event requirements, including stage, hall, table, and chair requirements and any other information as may be required by the City concerning the Event.

11) Control of Facility and Right to Enter: In permitting the use of the Premises, the City does not relinquish the right to enforce all necessary and proper rules and laws for the management and operation of the Premises and the safety of the Citizens. Duly authorized representatives of the City may enter the Premises at any time and on any occasion without restriction, for the enforcement of any such rules and laws. The City reserves the right to remove or cause to be ejected from the Premises any person engaging in dangerous, unsafe or illegal conduct and neither the City nor its agents, officers or employees shall be liable to Lessee for any damages that may be incurred by Lessee as a result of the exercise by the City of such right. The City reserves and maintains the absolute right to stop or prevent the Event and evacuate the premises, where in the City's sole and exclusive discretion such action is required for public safety, without any liability on the part of the City. Doors to the premises shall be opened for such Event at such times in the manner prescribed by the City.

12) Agreement to Quit Premises: Lessee agrees to quit the Premises at the end of the term of this Agreement and issue the Premises and any other City property in the same condition as the commencement of the Event, ordinary wear and tear exempted. In the event that the premises are not vacated by Lessee when herein specified at the end of the term, then Lessor is hereby authorized to remove from said Premises, at the expense of Lessee, all goods, wares, merchandise and property of any and all kinds and description placed therein by the Lessee and which may be then occupying the same, and Lessor shall not be liable for any damages or loss to such goods, wares, merchandise, or other property which may be sustained either by reason of such removal or of the place to which it may be removed, and the Lessor is hereby expressly released from any and all such claims for damages of whatsoever kind or nature. Any equipment or effects of the Lessee remaining on the leased premises or having been removed to other premises as provided herein, for more than ten (10) days after the expiration of the lease shall be deemed abandoned and disposed of by the City in accordance with law. The foregoing provisions notwithstanding, the Lessee assumes all risk of damage to and loss by a theft or otherwise of any of said articles and/or monies found and of the fixtures, appliances or other property of the Lessee or Lessee's exhibitors, contestants, invitees and those contracting with Lessee, as well as employees thereof, and Lessor is hereby expressly released and discharged from any and all liability for such loss. Lessee shall remove all of its materials from the premises at the termination time of this Agreement. The City Manager may remove at the expense of Lessee all materials remaining on the Premises at the termination time of this Agreement. Lessee shall be responsible for payment of storage costs for such material and the City in no way be responsible for and Lessee agrees to hold the City harmless for loss, damage or claims with respect to material removed or stored under the terms of this Agreement.

13) Assignment: Lessee shall not assign or transfer any right of interest under this Agreement, including, without limitation, the right to receive any payment, without the City's prior written approval of satisfactory evidence of such assignment and Lessee agrees that such assignment without prior written approval of the City shall be null and void.

I, (print name) _____ agree to the terms of this contract and the attached Magnolia Hall Rental Policy and Fee Schedule, and will instruct members of my organization and/or guests to abide by the terms of this agreement.

Applicant

City of Woodstock Representative

Date

Date

Organization Tax ID # _____ (if applicable)

The City of Woodstock's Magnolia Hall

Thank you for choosing Magnolia Hall for your special event! Please be advised:

1. Guest seating for 98 with an open dance floor, seating for 110-120 using the dance floor and/or side room. Tables can be removed from dance floor immediately after dinner.
2. We provide tables, chairs, white linen tablecloths, set up, take down, and clean up.
3. No sparklers, confetti, beads, gems, jewels, glitter, streamers, or silly string allowed inside or outside the facility.
4. Helpful hints: With invitation, include small map and, if applicable, cash bar available. (no ATM on site)
5. The following are recommended for your farewell: **LANTERN RELEASES ARE NOT ALLOWED.**
 - i. Throw Rice (will not harm birds!)
 - ii. Throw Real Rose Petals
 - iii. Blow Bubbles
6. Bubbles will not be allowed to be set on the tables, they will be offered at time of farewell.
7. No **artificial** rose petals or leaves allowed outside the facility. Please drop real rose petals while walking down the aisle.
8. Aisle runners are dangerous. They do not stick to the cement and will curl under the feet of you and your guests causing a tripping hazard. Adhesives are not allowed to secure aisle runners.
9. Please ensure your guests do not park in the upper level restaurant parking area. Announcement will be made to move them.
10. No taping, stapling, pinning, nailing, gluing, or adhesives of any kind, including Command Strips, on facility walls, railings, doors, window frames, floor, or bar.
11. No open flamed candles allowed. All candles must be in a container, especially tapers. Unscented, dripless candles only. We do not allow candles to be placed on outdoor walkway handrail or floor.
12. The ready room is for the use of the bride prior to the wedding and not for general use throughout the event.
13. Smoking prohibited inside the building. Cigarette urns outside only.
14. **Pavilion and Gazebo cannot be rented independent of Magnolia Hall.**
15. Facility kitchen is for our event staff only.
16. A Facility Attendant will be on site during the event. Attendant is provided strictly for set-up, informational, or emergency purposes.
17. Adhesive removal will be deducted from your security deposit.

Please initial acknowledgment:

Magnolia Hall ~ EVENT PARTICULARS:

Event Name: _____

Date to be Reserved: _____ Approximate # of participants: _____

Applicant's Name: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Day Phone: _____ Evening Phone: _____

Emergency Contact _____ Phone: _____

Rental Start Time: _____ am/pm **(Doors will open at this time)****Rental End Time:** _____ am/pm **(Facility must be vacated at this time)**

of Hours facility is to be rented _____ @ \$ _____ per hour: \$ _____

Pavilion/Gazebo Fee \$ _____

Rehearsal Fee \$ _____

Total Fees Charged: \$ _____**Payment Record**

Total Fee Charged \$ _____ \$ _____ Deposit Required to Hold Date (50%)

Deposit paid on: _____ Ck/CC # _____ By: _____

Balance of: \$ _____ Due on: _____

Final Balance paid on: _____ Ck/CC # _____ By: _____

Security/Cleaning Deposit: \$250.00 Received on: _____ Ck/CC# _____
 Shredded on: _____ By: _____